



SPEEN PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 12th NOVEMBER 2018 AT SUTTON HALL, STOCKCROSS STARTING AT 7.30 P.M.

Present	Parish Councillors	Cllr Amirtharaj (Chair), Cllr Booth, Cllr Newell-Hart, Cllr Winn, Cllr Dudman,
	WBDC Councillor/Employee	None
	Parish residents	None
	Clerk & RFO	Jean Lindsell

Meeting started at 7.30pm

Open Session: No Parishioners

1. Apologies – Cllr Kinge (work commitments), Cllr Phillips (prior commitment)
2. Declarations of Interest: None

Resolution	Item	Action
Resolved	<p>3 Minutes</p> <p>To consider, approve and sign the Minutes of the Full Council meeting held on Monday 29th October 2018 (draft) Full Council 29-10-18 (draft)</p> <p>Proposer: Cllr Amirtharaj</p> <p>Seconder: Cllr Winn</p> <p>All In Favour</p>	
Resolved	<p>4 Financial report Clerk as RFO</p> <p>4.1 Balance in bank as at 12-11-18 was delivered by the Clerk.</p>	
Resolved	<p>4.2 Finance Reports Accepted</p> <p>Proposer: Cllr Amirtharaj</p> <p>Seconder: Cllr Booth</p> <p>All in favour</p> <p>The format of the Projected Bank Balance report was discussed and it was agreed that the Clerk should revise the format to be clearer representation for the next meeting.</p>	Clerk

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Resolved

4.3 To endorse cheques since last meeting

Proposer: Cllr Amirtharaj

Seconder: Cllr Winn

All in Favour

Cheques for Endorsement			
20/08/2018	DD	Vodafone	26.49
29/08/2018	DD	NEST	39.76
11/09/2018	2662	Maintenance Contract	1,822.95
11/09/2018	2663	Clere Bookkeeping	36.00
11/09/2018	2664	Crescent Signs	78.00
11/09/2018	2665	PKF Littlejohn LLP	360.00
19/09/2018	2666	Came & Company	2,383.57
19/09/2018	DD	Vodafone	31.87
26/09/2018	2667	Royal Mail Group Ltd	330.00
26/09/2018	2668	Newbury Office Supplies	307.98
26/09/2018	2669	RBL Poppy Appeal	500.00
26/09/2018	2670	Incoming Clerk	983.91
26/09/2018	2671	Outgoing Clerk	20.25
26/09/2018	2672	Outgoing Clerk	213.16
26/09/2018	2673	Sutton Hall	26.25
			7,160.19

Resolved

4.4 To approve cheques since last meeting

Proposer: Cllr Amirtharaj

Seconder: Cllr Winn

All in Favour

Cheques for Approval			
03/10/2018	2674	Castle Water	69.16
03/10/2018	2675	Maintenance Contractor	1,585.54
03/10/2018	2676	Clere Booking	36.00
03/10/2018	2677	Edge Hosts	145.80

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10/10/2018	2678	Sutton Hall	22.50
19/10/2018	DD	Vodafone	23.79
23/10/2018	2679	Poppy Appeal (Wreaths)	34.00
23/10/2018	2680	C&D Facilities	1,822.95
23/10/2018	2681	SSE (Continuous Energy)	54.27
23/10/2018	2682	SSE (Dusk to Dawn)	246.58
23/10/2018	2683	SSE Contracting	228.13
23/10/2018	2684	HMRC	100.18
			4,368.90

Cllr Booth raised the question of the excessively high charges from SSE for Street Lighting Continuous Energy. Clerk had been in contact with SSE who had stated 'The continuous profile is for the timer on the light which determines when the lights come on and off'.

Cllr Booth advised that SPC street lights are controlled by photo electric cells which use a negligible amount of energy.

Clerk to contact SSE for explanation.

Clerk

5 Finance & General Purposes:

5.1 Risk Assessments:

- 5.1.1 Speen Pavilion
- 5.1.2 War Memorial
- 5.1.3 Obelisk
- 5.1.4 Noticeboards

Cllr Booth provided feedback on Speen Pavilion and The Obelisk Risk Assessments. Clerk to revise these documents

Clerk

Cllr Booth suggested that battery operated illuminated fire exit sign be installed at Speen Pavilion. It was agreed Clerk should purchase sign.

Clerk

There are a further 5 Risk Assessments to be completed. It was agreed Clerk should complete all Risk Assessments and forward to all Councillors for review.

Clerk

5.2 Contractor/Supplier/Utility Payments

Clerk still awaiting Bank Mandate Variation approval from Lloyds Bank so unable to progress with setting up bank transfers and direct debits to date. Clerk to update next meeting.

Clerk

Cllr Amirtharaj had spoken to Lloyds Bank regarding a debit card and advised that a Business Card was the most appropriate option for SPC. It would be possible to have more than one card with individual limits however it was agreed that only one card would be required for the Clerk. This card would only be used for incidental expenses. There is a charge of £39 per year for this type of card.

It was agreed that a proposal for financial controls and spending limits would be presented when all information is available.



Resolved	<p>5.3 P O Box No Change</p> <p>Clerk advised Speen Pavilion is not a registered address with Royal Mail. It was agreed Clerk should change the current delivery address to Cllr Amirtharaj's home address as soon as possible and register Speen Pavilion for potential future use.</p>		Clerk		
	<p>5.4 Stockcross Pavilion Repairs</p> <p>Photographs of the Pavilion were reviewed and it was agreed a decision regarding repairs be deferred to the next meeting.</p>				
	<p>5.5 Salt Bins</p> <p>Clerk presented a list provided by WBDC of SPC owned salt bins. Cllr Booth advised that the Leys Garden bin at the junction of Old Bath Road was not within the Parish boundary.</p> <p>Clerk to advise WBDC.</p> <p>Clerk to check all salt bins prior to ordering refilling.</p>		Clerk Clerk		
	<p>5.6 Speen Recreation Ground Play Area Noticeboard Repairs</p> <p>Cllr Dudman confirmed he had rehung the noticeboard but that the frame is rotten.</p> <p>Proposal: To obtain quotes for new Play Area noticeboard</p> <p>Proposer: Cllr Amirtharaj</p> <p>Seconder: Cllr Dudman</p> <p>All in favour</p>		Clerk		
	<p>5.7 1 and 1 Website</p> <p>Proposal: To approve payment of 1 and 1 Website invoices</p> <p>The proposal was deferred to the next meeting as the invoices were not available to be reviewed.</p>		Cllr Amirtharaj		
	<p>5.8 Health & Safety: items not covered in Committee Minutes or elsewhere on this agenda</p> <p>None</p>				
	<p>6 Planning & Highways Committee</p> <p>6.1 To consider the following planning application(s):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">18/02261/HOUSE</td> <td style="width: 50%; padding: 5px;">Ladywell, Speen Lane, Speen Newbury, Berkshire RG14 1RJ Proposed demolition, extension and alteration to existing dwelling to form new single storey garage and first floor bathroom</td> <td style="width: 30%; padding: 5px;">Proposer: Cllr Booth Seconder: Cllr Dudman Abstention: In Favour:6 Proposal for rear doors to garage allowing access to terrace for car parking and car maintenance. Boundary on Site & Roof</td> </tr> </table>			18/02261/HOUSE	Ladywell, Speen Lane, Speen Newbury, Berkshire RG14 1RJ Proposed demolition, extension and alteration to existing dwelling to form new single storey garage and first floor bathroom
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		plan is incorrectly shown as hedge belongs to adjoining property.	
		Objection	
18/02802/FUL 18/02803/LBC2	Hare and Hounds Hotel Bath Road Speen Newbury Berkshire RG14 1QY Replacement of existing garage storage outbuilding with 6 bedroom guest accommodation rooms, ground floor convertible to registry/function room space to the rear of the Hare and Hounds	Proposer: Cllr Dudman Seconder: Cllr Winn Abstention: In Favour: 6 In Support	
6.2 To review West Berks. Case Officer's documentation & decisions received:			
Item	WBDC ref no.	Details	Case Officer's Report
18/02714/TPC	Benham Valence House Benham Valence Speen Newbury Berkshire RG20 8LU T1 – Ash – Rotten from ground up to 4m, fell. T2 – Liquid Amber – Dangerous, 30% crown reduction existing height 9-10m high and the overall finished height would be approximately 8m. T3 – 5 Stemmed Ash Tree – Previous owner strapped it, strapping now broken, unsafe – Fell.		26/10/18 Approved
18/02519/TPC	Lanes House Stockcross Newbury Berkshire RG20 8LH T1 – Horse Chestnut – Crown thin of 15-20%; reduce large limb over road by 2.5m; remove major deadwood; remove arisings		29/10/18 Approved
18/02543/TPC	Speen Cottage Speen Lane Speen Newbury Berkshire RG14 1RJ T1 and T2 – Eucalyptus – Take down T3 – Conifers – 0.6-0.9m maximum to be cut to make them presentable. T4 – Holly – 0.6-0.9m maximum to be cut to make them presentable. T5 – Yew – 0.6-0.9m maximum to be cut to make them presentable. T6 – Yew – 0.6-0.9m maximum to be cut to make them presentable. T7 – Conifer – Take down T8 – Acer – 0.6-0.9m maximum to be cut to make them presentable		02/11/18 Approved

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<p>Resolved</p>	<p>6.3 Newbury Town Planning Steering Committee</p> <p>Cllr Booth confirmed he had still not received any response. It was agreed to remove the item from the Agenda.</p> <p>7 Communications</p> <p>7.1 Review of SPC website and Email System</p> <p>It was agreed that a proposal be on the Agenda for the next meeting to obtain quotes for a new SPC website and email system.</p> <p>Clerk to obtain information from BALC and Clerks Forum on websites used by other Parish Councils.</p> <p>Proposal: To cancel 1 and 1 subscription as SPC will not pursue using this hosting company in the future</p> <p>Proposer: Cllr Amirtharaj</p> <p>Seconder: Cllr Newell-Hart</p> <p>All in favour</p> <p>7.2 Recruiting New Councillors</p> <p>7.2.1 Potential new Councillors</p> <p>Clerk advised she now had received interest from two potential Councillors who would like to meet with the Chair for informal discussions.</p> <p>Clerk to arrange meetings for Monday 19th November at 7pm and 7.30pm at The Starting Gate with Cllr Amirtharaj. Cllr Booth will also attend at 7pm and Cllr Newell-Hart at 7.30pm.</p> <p>7.2.2 Recruitment Poster</p> <p>The three posters designed by Cllr Dudman were discussed and it was agreed to use all.</p> <p>Clerk to print posters and pass to Cllr Amirtharaj, Cllr Newell-Hart and Cllr Dudman who offered to display then posters in various public locations.</p> <p>Clerk to display posters on the noticeboards.</p> <p>7.3 Newsletter</p> <p>Cllr Amirtharaj had sent the Newsletter template to all Councillors for their input.</p> <p>8 Development</p> <p>8.1 War Memorial Improvement Project</p> <p>Cllr Booth advised he will complete a Specification of Works to be sent out for quotations.</p> <p>Clerk to locate key for the padlock on the chain and pass to Cllr Booth.</p> <p>Cllr Dudmen left the meeting at 21.15pm</p> <p>Cllr Dudman returned to the meeting at 21.17pm</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Amirtharaj</p> <p>Clerk</p> <p>Clerk/Cllr Amirtharaj/ Cllr Newell-Hart/Cllr Dudman</p> <p>All Cllrs</p> <p>Cllr Booth Clerk</p>
<p>Resolved</p>	<p>8.2 WW1 Centenary Commemorations 2018 - 'The Silent Soldier' and Battle's Over</p> <p>The Tommy silhouettes were installed on 10th November and all commented on their effectiveness.</p>	

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	<p>11 Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)</p> <p>Cllr Dudman asked for the matter of a Parish Improvement Plan to be discussed. The Chair, Cllr Amirtharaj, agreed to accept this additional item to the Agenda.</p> <p>Cllr Dudman suggested that in light of the many items that arise on the Agenda regarding repairs and improvements required and/or requested throughout the Parish that a register of these should be compiled. This register would then be used to create a Parish Improvement Plan prioritising the tasks and assigning actions and target completion dates.</p> <p>All Councillors welcomed this suggestion and asked the Clerk to prepare an initial register.</p> <p>12 Date of next meeting – 10th December 2018</p> <p>13 Exclusion of Press and Public No vote required as no members of the public are present.</p> <p>The Meeting ended at 9.37pm</p>	Clerk
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Signed:	Name (print):	Date:
	Position:	

Abbreviations used:

- SPC = Speen Parish Council
- SSDNAG = Speen, Shaw and Donnington Neighbourhood Action Group
- WBDC = West Berkshire District Council
- EM = Extraordinary Meeting
- ACV = Asset of Community Value
- TOR = Terms of Reference

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